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<b>Title:</b>	Authorization to Award Contract for Minnehaha Parkway Phase I Project Feasibility	
<b>Resolution number:</b>	24-042	
<b>Prepared by:</b>	Name: Gabriel Sherman Phone: 952-641-4510 gsherman@minnehahacreek.org	
<b>Reviewed by:</b>	Name/Title: Michael Hayman, Director of Project Planning	
<b>Recommended action:</b>	Authorize the District Administrator to negotiate and execute a contract for the Minnehaha Parkway Phase I Project Feasibility study	
<b>Schedule:</b>	August 2024: Feasibility kickoff December 2024: Final feasibility deliverables	
<b>Budget considerations:</b>	Fund name and code: Planning & Projects 2002 Fund budget: \$995,636 Expenditures to date: \$240,093 Requested amount of funding: Disclosed under separate cover	
<b>Past Board action:</b>	Res #: 17-017	Authorization to enter a Memorandum of Understanding with the City of Minneapolis and Minneapolis Park and Recreation Board and issue a Request for Qualification for the Integrated Planning of the Minnehaha Creek Subwatershed in Minneapolis
	Res #: 20-058	Authorization to Submit a Letter to the MPRB in Support of the Draft Minnehaha Parkway Regional Trail Master Plan
	Res #: 24-028	Authorization to Execute a Cooperative Agreement with the City of Minneapolis and Minneapolis Park and Recreation Board, and Release the Request for Proposals for the Minnehaha Parkway Phase I Project Feasibility Study

**Background:**

At its April 25, 2024 meeting, the Minnehaha Creek Watershed District (MCWD) Board of Managers approved Resolution 24-028, which authorized the execution of the Cooperative Agreement for Integrated Planning and Water Resource Projects in the Minnehaha Creek Watershed in Minneapolis with the Minneapolis Park and Recreation Board (MPRB) and the City of Minneapolis (City). The Cooperative Agreement identifies three key elements for advancing the goals of the partners:

1. Partnership Structure and Process (Agreement Section 2): Provides a clear governance structure for the partnership to ensure the goals of the Agreement are appropriately pursued.
2. Phase One Partnership Implementation Plan (Agreement Section 3): Maps the partnership approach to advancing water quality improvement project opportunities identified in the Minnehaha Parkway Regional Trail Master Plan.

3. Long-Range Partnership Implementation Planning Framework (Agreement Section 4): Identifies a framework for future implementation planning.

Resolution 24-028 also advanced the Phase One Partnership Implementation Plan by releasing a Request for Proposals (RFP) for engineering, design, and consulting services for the Minnehaha Parkway Phase I Project Feasibility study. Prior to the Board's adoption of Resolution 24-028, the City and MPRB passed resolutions authorizing the execution of the Cooperative Agreement and release of the RFP, allowing the RFP to be formally released shortly following the April 25, 2024 Board Meeting.

Cooperative Agreement Section 3, Phase One Partnership Implementation Plan, lays out the broad goals and agency roles for the first round of partnership projects. This initial effort is intended to address regional runoff volumes and pollutant loads tributary to Minnehaha Creek and downstream Lake Hiawatha. Three high-impact project opportunities were selected from the Minnehaha Parkway Regional Trail Master Plan to enter feasibility for potential design and construction:

1. Segment One – Penn/Newton/Morgan Focus Area
2. Segment Two – Nicollet Focus Area
3. Segment Three – Cedar/Bloomington Focus Area

MCWD is identified as the lead agency for the Phase I project feasibility effort, including leading the RFP and contracting processes and project management. Section 3 also set an estimated budget of \$150,000 for the feasibility work and split the cost equally among the three partner agencies.

#### **RFP Process:**

##### Scope

On April 29, 2024, MCWD distributed the Minnehaha Parkway Phase 1 Project Feasibility RFP to its running list of more than 40 engineering firms and professional societies, and posted it to the MCWD website. The MPRB also posted the RFP to its Business Opportunities website to expand the pool of potential consultants. The RFP noted a budget of \$150,000 with a scope of work that includes (1) Kickoff and Discovery, (2) Landscape architecture and engineering, (3) Permitting scan, (4) Operations and maintenance, and (5) Project costs and benefits. The deliverables identified in the RFP include (1) Schematic design, (2) Technical memorandum, and (3) Modeling. The deadline for submittal was June 3, 2024. MCWD received proposals from three firms: HDR, Inc., Kimley-Horn and Associates, Inc., and Stantec Consulting Services Inc.

##### Proposal Evaluation

In the RFP, firms were advised that MCWD would select a consultant based on proposed methodology, experience, and cost. The Board may consider these factors as it chooses and selects a consultant for the work on the basis of its judgment.

A team of two staff from each of the partner agencies (MCWD, MPRB, and the City) evaluated the written proposals. The team evaluated the firms based on the following:

- Approach and methodology: Project understanding, completeness and specificity, and identification of needs
- Experience: Comparable experience, staff experience, and specialized knowledge
- Cost: Completeness and cost-effectiveness

Following each submission's initial review and scoring, the multi-agency selection team opted to forgo interviews based on the unanimous agreement on a leading proposal with a wide score margin.

##### Recommendation

Staff is recommending that Stantec Consulting Services Inc. (Stantec) be selected as the consultant and awarded the contract for services detailed in the Stantec proposal, which is provided under separate cover to the Board of Managers. Stantec's proposal stood out for its deep understanding of the three project opportunity areas, as well as how these initial projects fit within the context of the larger partnership framework. The proposal presented a detailed and well-reasoned approach to the technical work, while providing ample opportunities to understand and advance each

agency's priorities within the project areas. The proposal also identified a broad range of specific regulatory constraints that will be explored through feasibility to ensure only constructable projects and design alternatives are advanced. Stantec also assembled the strongest team of subconsultants, some with deep familiarity of the project areas and opportunities based on their past work on Minnehaha Creek within Minneapolis, including the Minnehaha Parkway Regional Trail Master Plan. Finally, Stantec's proposal was the most cost-effective based on the number of consulting hours per dollar.

In accordance with Minnesota Statutes 13.591, subdivision 3(b), the submitted proposals will not be part of the public record until the contract has been executed. A copy of all submitted proposals will have been distributed to the Board of Managers, via email, for review prior to the July 11, 2024, meeting.

#### Next Steps

Following authorization to award the contract, staff will work with Stantec's project manager to finalize the scope of work and contract. Staff do not anticipate the scope requiring any substantive changes. The final contract will not exceed the amount set forth in the proposal. The feasibility consultant team is expected to initiate work in early August 2024.

#### **Supporting documents (list attachments):**

- Final Request for Proposals: Minnehaha Parkway Phase I Project Feasibility

## REQUEST FOR PROPOSALS

Engineering, Design, and Consulting Services for

### MINNEHAHA PARKWAY PHASE I PROJECT FEASIBILITY

Minnehaha Creek Watershed District, City of Minneapolis Surface Water & Sewers  
Division, and Minneapolis Park and Recreation Board



Proposals Due: June 3, 2024

#### Contact

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## Contents

Project and partnership overview .....	3
Purpose and background.....	3
Partner roles and responsibilities.....	3
Phase I project areas and descriptions .....	4
Scope of work .....	4
Anticipated deliverables.....	6
Assumptions .....	6
Available resources and data .....	6
Consultant team characteristics .....	7
Instructions to proposers.....	7
Anticipated schedule (subject to change) .....	7
Submittal procedure .....	7
Submittal requirements.....	8
Proposal evaluation and consultant selection.....	9
Proposal evaluation.....	9
Consultant selection .....	9
Disclosures .....	9
Non-binding.....	9
Right to modify, suspend, and waive.....	10
Disclosure and disclaimer.....	10
Appendix.....	10

## Project and partnership overview

### Purpose and background

Minnehaha Creek Watershed District (MCWD), in partnership with the Minneapolis Park and Recreation Board (MPRB) and the City of Minneapolis (City) Surface Water & Sewers Division (SWS), is seeking proposals for engineering, design, and consulting services to complete a feasibility study for three Phase I projects within the Minnehaha Parkway. The feasibility study will analyze three projects that have been selected from the Minnehaha Parkway Regional Trail Master Plan for technical feasibility, including engineering, landscape design, policy, and regulatory feasibility, as well as produce cost and cost/benefit estimates. The three projects are described under “Phase I project areas and descriptions” below.

MCWD, MPRB, and the City have a history of partnering on water resources planning and projects that cross jurisdictional lines, including a series of water quality improvements for the [Chain of Lakes in the 1990s](#), and more recently the [Minnehaha Parkway Regional Trail Master Plan](#) from which the three projects were selected. As the partners plan, design, and construct this next round of projects, it is the intention to develop a repeatable and scalable process, using these initial projects to establish and pilot that process. Within the parameters of the partners’ Cooperative Agreement (see Appendix), the selected consultant will assist in documenting a streamlined approach to jointly selecting and advancing one or more of the Phase I projects into design and construction.

### Partner roles and responsibilities

Within the Minnehaha Parkway corridor, each of the partners has a distinct role, set of responsibilities, and commitments:

- **MPRB:** Owns the parkland on which a Phase I project(s) will be constructed, as well as infrastructure within the parkland including parkways. Operates the municipal park system, including providing recreation opportunities and improving natural resources. The City and the MPRB are co-permittees of the NPDES MS-4 permit for the City of Minneapolis.
- **City of Minneapolis:** The Surface Water and Sewers Division of the City of Minneapolis, Public Works Department provides stormwater and wastewater management for the City of Minneapolis in support of clean water, a thriving community, and environmental stewardship. The City and the MPRB are co-permittees of the NPDES MS-4 permit for the City of Minneapolis.
- **MCWD:** Manages water on a regional scale. Has identified Minnehaha Creek subwatershed as a focal geography for investment in water quality, water quantity and ecological improvements.

For the purposes of this feasibility study, MCWD will administer the consulting contract and appoint a project manager to serve as the point of contact for the duration of the contract. City and MPRB staff will actively participate in consultant selection, provision of studies, plans, models and data, and the review of interim and final deliverables. In this RFP, the MCWD, MPRB, and City are collectively referred to as the “project partners.”

## Phase I project areas and descriptions

This study will assess the feasibility of water resources projects within three project areas identified in the Minnehaha Parkway Regional Trail Master Plan (Master Plan).

### Segment 1 – Penn/Newton/Morgan Focus Area

The feasibility study will assess *Projects 1.1-E Stormwater BMP East of Penn, 1.1-F Creek Restoration West of Newton, and 1.1-L Stormwater Treatment at 52<sup>nd</sup> Street Outfall (to replace concrete flume)* located within the Segment 1 Penn/Newton/Morgan Focus Area. See the Partnership Implementation Plan (PIP) project cut sheet (see Appendix) and the following sections of the Master Plan for details:

- Project overview and estimated budget: PIP project cut sheet
- Existing conditions: Chapter 3
- Master plan: pages 5-16 to 5-19
- Implementation: pages 7-6 to 7-9

### Segment 2 – Nicollet Focus Area

The feasibility study will assess *Project 2.1-H Creek Restoration, Remeander and Constructed Wetlands, Nicollet Hollow* located within the Nicollet Focus Area. See the Partnership Implementation Plan (PIP) project cut sheet (see Appendix) and the following sections of the Master Plan for details:

- Project overview and estimated budget: PIP project cut sheet
- Existing conditions: Chapter 3
- Master plan: pages 5-22 to 5-25
- Implementation: pages 7-16 to 7-18

### Segment 3 – Cedar/Bloomington

The feasibility study will assess *Project 3-P Stormwater BMP (with restored wetland) west of Cedar Avenue. Project 3-R Roadway Removal/Stormwater BMP* will be assessed alongside Project 3-P to determine if design, construction, and cost considerations suggest 3-R should be combined with 3-P at the design stage. See the Partnership Implementation Plan (PIP) project cut sheet (see Appendix) and the following sections of the Minnehaha Parkway Regional Trail Master Plan for details:

- Project overview and estimated budget: PIP project cut sheet
- Existing conditions: Chapter 3
- Master plan: pages 5-26 to 5-27
- Implementation: pages 7-20 to 7-22

## Scope of work

The final negotiated scope of work may include, but may not be limited to, the components listed below. The work is anticipated to be completed within a projected budget of \$150,000 within 6 months after execution of a contract.

- **Kickoff and discovery:**

- *Kickoff meeting*: Hold a kickoff meeting to establish the project schedule and protocols. The kickoff meeting should be planned in consultation with the MCWD project manager and should include staff representatives from each partner agency. The project schedule should include sufficient check points with the MCWD project manager, each partner, and the combined project team to advance the scope of work in a timely and efficient manner (see Submittal Requirements, Approach and Methodology).
- *Discovery*: Conduct a discovery phase to review all relevant existing information and gather additional information, including through discussions with each of the project partners.
- **Landscape architecture and engineering**: Feasibility-level design and engineering of the three Phase I projects, including schematic designs, with sufficient detail to 1) identify any technical or other barriers to project implementation, 2) produce several viable design alternatives based on the concepts identified in the Master Plan, and 3) select a project(s) to serve as the technical and procedural basis to advance into full project design.
  - *Project focus*:
    - The study will prioritize advancing the water resource project elements of the identified project areas from the Master Plan. However, adjacent water and non-water project elements, especially those with water interdependencies or which would realize efficiency gains through a joint design and construction process (e.g., trail and bridge work near stream banks; stormwater infrastructure repair, replacement or improvement), should also be analyzed and advanced where appropriate. Particular attention should be paid to impacted infrastructure components and the “related projects” columns in the Master Plan Tables 7.2, 7.5, and 7.6.
    - Adjacent project elements that are not interdependent should be considered, but do not need to be brought through schematic design (see “anticipated deliverables”). The selection of non-stormwater improvements to be considered for advancement should be coordinated with the project partners, during the discovery phase and at established interim deliverable milestones.
    - Localized issues, such as flooding, ice jams and access should be considered. Known issues will be provided to the consultant team.
    - Design recommendations should be compliant with the Americans with Disabilities Act (ADA) as applicable.
  - *Data and information*: The study will make use of the information, data, and models provided by the partners (see “available data and resources”), along with any additional information collected by the consultant, to thoroughly assess the feasibility of each project and identify any data gaps to be addressed during full design.
  - *Modeling*: Existing hydrologic/hydraulic and water quality models, along with available cross section data, will be modified and supplemented as necessary to support the feasibility analysis, select appropriate BMPs, and identify any modeling gaps to be addressed during full design.
- **Permitting scan**: Based on the feasibility-level design and engineering, identify required and potentially required permits and any potential permitting challenges.

- **Operations and maintenance (O&M):** Based on feasibility-level design and engineering, identify O&M and capital replacement requirements, costs, schedules, and agency ownership and maintenance responsibility (in consultation with partners) for major project components.
- **Policy and Legal:** In parallel to the consultant's scope of work, the partners will be developing frameworks for joint community engagement and land rights for the post-feasibility design phase. The consultant may be asked to incorporate documentation of the resulting frameworks in the final technical memorandum. Any community engagement necessary during the feasibility period will be led by MPRB.
- **Project costs and benefits:** Based on feasibility-level design and engineering, produce cost estimates and cost-benefit analyses for each project. For each project, ease of design and construction and potential funding sources (including grants) should also be documented to assist the partners in selecting a Phase I project(s) to advance into full design.

### Anticipated deliverables

- **Schematic design:** Schematic-level landscape architectural and engineering drawings, with up to three viable alternatives per project area, and interim deliverables for review and comment. Drawings must be in a form suitable for presentation and dissemination to the general public.
- **Technical memorandum:** Technical memorandum documenting the results of each of the scope of work tasks, as well as project constraints, opportunities, data gaps, and all other information and considerations necessary to select one or more of the Phase I projects and advance into full design. For project areas with more than one viable alternative, the consultant shall recommend the best alternative to advance. The consultant shall also recommend project priority across project areas. Technical memoranda must be provided in a format that complies with the ADA. Consultant must provide appropriate technical expertise to achieve this requirement.
- **Modeling:** Modeling results, new or refined models, and data sets constructed for the study.

### Assumptions

- The Minnehaha Parkway Regional Trail Master Plan was adopted by MPRB in 2020. Existing conditions may have changed since completion of the Master Plan, and some projects in or adjacent to the plan have since been implemented. The consultant should field verify site conditions for the Phase I project areas.
- All relevant information, including but not limited to those items listed under "available resources and data", will be transferred to the selected consultant during scope and contract negotiations or discovery phase.

### Available resources and data

- City of Minneapolis 1-D XPSWMM of MS4 storm drain system modeled to individual creek outfalls, with associated GIS data for model inputs and outputs including areas of expected surface flooding
- MCWD 1-D XPSWMM of Minnehaha Creek
- SWS GIS-based water quality model

- SWS repair needs by Minnehaha Creek segment (GIS-based)
- Record drawings (where available) of MPRB and MPLS infrastructure in Phase I project areas
- List of localized issues
- Historical aerials and/or photographs of each segment
- MPRB topographic and boundary survey of Master Plan area (CAD-based)
- MCWD Minnehaha Creek surveyed cross section data at critical hydrologic/hydraulic features.

## Consultant team characteristics

The partners are seeking an interdisciplinary consulting team with expertise in civil engineering, water resources engineering, and landscape architecture with knowledge of:

- The MPRB park system, including MPRB stormwater infrastructure and management
- City of Minneapolis stormwater infrastructure and management
- Minnehaha Creek hydrology and hydraulics
- MPRB, City of Minneapolis, and MCWD policies and processes
- Local, state, and federal regulatory and permitting requirements
- Cost estimation and cost/benefit analysis

## Instructions to proposers

### Anticipated schedule (subject to change)

Event	Date
RFP released	4/29/2024
Submit RFP questions	5/10/2024
Optional pre-submittal informational meeting	5/16/2024
Proposal submittal deadline	6/3/2024
Interviews	6/20/2024
Consultant selection	6/27/2024
Scope adjustments	6/28 – 7/5/2024
MCWD Board consultant selection and contract approval	7/11/2024

## Submittal procedure

### RFP questions

Any questions regarding the RFP should be directed to Michael Hayman, Director of Project Planning, at [mhayman@minnehahacreek.org](mailto:mhayman@minnehahacreek.org) and Gabriel Sherman, Planner-Project Manager, at [gsherman@minnehahacreek.org](mailto:gsherman@minnehahacreek.org) no later than **4:00 PM** on **May 10, 2024**. Answers will be reviewed at the pre-submittal informational meeting and distributed after the meeting to attendees and those who have indicated interest by email.

### Pre-submittal informational meeting

An optional pre-submittal informational meeting will be held at Minnehaha Creek Watershed District, 15320 Minnetonka Blvd, Minnetonka, MN 55345 on **May 16, 2024** at **2:00 PM**, with a virtual Zoom option at the following link: [Pre-submittal informational Zoom meeting link](#). Project partner staff will present an overview of the project, answer any questions, and provide answers

to questions received prior to the meeting. If you plan to attend this meeting, please RSVP with your contact information and whether you plan to attend in-person or remotely to Michael Hayman, Director of Project Planning, at [mhayman@minnehahacreek.org](mailto:mhayman@minnehahacreek.org) and Gabriel Sherman, Planner-Project Manager, at [gsherman@minnehahacreek.org](mailto:gsherman@minnehahacreek.org) by **May 8, 2024** to receive updates.

### Proposal submittal deadline

Proposals shall be submitted no later than **4:00 PM on June 3, 2024**.

All proposals shall be submitted electronically by email to Michael Hayman, Director of Project Planning, at [mhayman@minnehahacreek.org](mailto:mhayman@minnehahacreek.org) and Gabriel Sherman, Planner-Project Manager, at [gsherman@minnehahacreek.org](mailto:gsherman@minnehahacreek.org).

### RFP updates

Please visit the RFP webpage to view updates: <https://minnehahacreek.org/requests-for-proposals/>

### Submittal requirements

There is no page limit for proposals, however proposers will be evaluated on clarity and conciseness. Each proposal shall include the following items:

1. *Cover letter* – Include a primary point of contact and contact information.
2. *Project understanding* – Describe your understanding of the scope of work, the approach to be taken, and your vision for the feasibility study. Identify any additional information the project partners will need to supply or obtain to enhance your understanding of the project and successfully complete the work, and any issues you anticipate in performing the work.
3. *Approach and methodology* – Provide a detailed description of your approach to the scope of work contained in this RFP, including how you will build in check points to coordinate with MCWD, MPRB, and SWS staff. Include a detailed scope of work with descriptions of all anticipated tasks and deliverables, and any supplemental tasks not described in the RFP.
4. *Budget, schedule, and level of effort* – Provide a spreadsheet showing:
  - Tasks with associated team members, hours, schedule, and budget
  - Overall cost proposal
  - Overall schedule with major milestones and client check-ins
5. *Qualifications and experience* – Provide an overview of the firm(s), project team members, and qualifications, with particular attention paid to the role, experience, and expertise of each proposed team member. Include descriptions of projects undertaken by the firm(s) and team members similar in nature to the one being proposed.
6. *References* – Provide three recent references for your proposed principal team members, including names, addresses, and phone numbers.
7. *Partner resources* – Provide a list of resources, expectations, and requirements which the consultant expects from the project partners in order to complete the project as proposed.
8. *Subcontracting* – If the primary contractor intends to use any subcontractors, submit the subcontracted firms' information and provide an overview of the proposed subcontracted team members.

## Proposal evaluation and consultant selection

### Proposal evaluation

#### Methodology

1. *Project understanding* – The consultant understands the scope, goals and requirements of the project, and must be willing to work closely with the project partners.
2. *Completeness and specificity* – The proposal concisely and comprehensively explains what the consultant will do to complete all facets of the project.
3. *Identification of needs* – The proposal outlines what resources will be required to complete the tasks, including project partner staff time, additional information, etc.

#### Experience

1. *Comparable experience* – Expertise and experience with comparable projects, with a focus on conducting feasibility studies that result in successful design and construction of natural resource-based projects.
2. *Specialized knowledge* – The consultant possesses the characteristics described under “consultant team characteristics”.
3. *Budget and schedule* – The project team has a proven track record of completing projects on time and within budget.

#### Cost

1. *Fee structure* – The proposal must clearly outline the fees and costs to complete all aspects of this project. Include hourly rates for each project team member along with hours for each task. The final fee structure and contract price are subject to negotiation.

### Consultant selection

#### Interviews

Interviews will be conducted at the option of the project partners. Proposers selected for interviews will be contacted directly for scheduling.

#### Selection criteria

A selection committee composed of MCWD, SWS, and MPRB staff will evaluate proposals and interview results (if conducted) to recommend a consultant to the MCWD Board of Managers for approval.

#### Scope adjustments

The project partners reserve the right to negotiate modifications to the selected consultant’s proposed scope of work and budget, prior to awarding a contract.

#### MCWD Board contract approval

The MCWD Board of Managers will approve the final negotiated scope of work and budget and authorize the execution of a contract (see Appendix, MCWD Professional Service Agreement Template).

### Disclosures

#### Non-binding

The District reserves the right to accept or reject any or all responses, in part or in whole, and to waive any minor informalities, as deemed in the District’s best interests. In determining the most

advantageous proposal, the District reserves the right to consider matters such as, but not limited to, consistency with the District's watershed management plan goals, the City of Minneapolis' comprehensive land use plan, the MPRB's Minnehaha Parkway Regional Trail Master Plan goals, and the quality and completeness of the consultant's completed projects similar to the proposed project.

This RFP does not obligate the respondent to enter into a contract with the District, nor does it obligate the District to enter into a relationship with any entity that responds, or limit the District's right to enter into a contract with any entity that does not respond, to this RFP. The District also reserves the right, in its sole discretion, to cancel this RFP at any time for any reason.

Each respondent is solely responsible for all costs that it incurs to respond to this RFP and, if selected, to engage in the process including, but not limited to, costs associated with preparing a response or participating in any interviews, presentations or negotiations related to this RFP.

### Right to modify, suspend, and waive

The District reserves the right to:

- Modify and/or suspend any or all elements of this RFP;
- Request additional information or clarification from any or all respondents;
- Allow one or more respondents to correct errors or omissions or otherwise alter or supplement a proposal;
- Waive any unintentional defects as to form or content of the RFP or any response submitted.

Any substantial change in a requirement of the RFP will be disseminated in writing to all parties that have given written notice to the District of an interest in preparing a response.

### Disclosure and disclaimer

This RFP is for informational purposes only. Any action taken by the District in response to proposals made pursuant to this RFP, or in making any selection or failing or refusing to make any selection, is without liability or obligation on the part of the District or any of its officers, employees or advisors. This RFP is being provided by the District without any warranty or representation, expressed or implied, as to its content, accuracy or completeness. Any reliance on the information contained in this RFP, or on any communications with District officials, employees or advisors, is at the consultant's own risk. Prospective consultants must rely exclusively on their own investigations, interpretations and analysis in connection with this matter. This RFP is made subject to correction of errors, omissions, or withdrawal without notice.

The District will handle proposals and related submittals in accordance with the Minnesota Data Practices Act, Minnesota Statutes §13.591, subdivision 3(b).

## Appendix

Appendix items are available through the provided webpage or DropBox links.

- [Partnership Implementation Plan \(PIP\) project cut sheets](#)
- [Minnehaha Parkway Regional Trail Master Plan](#)

- [MPRB Community Engagement Assessment](#)
- [MPRB-MCWD-City of Minneapolis Cooperative Agreement](#)
- [MPRB Ecological System Plan](#)
- Technical reports and memoranda from MCWD, MPRB, and MPLS relating to Phase I project areas
  - [2012 Minnehaha Creek Assessment](#)
  - [2014 MCWD Flood Report](#)
  - [2019-2024 Minnehaha Creek Obstructions \(including ice jams\)](#)
  - [MPRB Natural Areas Plan](#)
- Agency descriptions, mission statements, and overarching policy guidance
  - [MCWD Balanced Urban Ecology Policy](#)
  - [MPRB Community Engagement Policy and Community Engagement Plan](#)
- [MCWD Professional Service Agreement Template](#)



## RESOLUTION

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**Resolution number:** 24-042

**Title:** Authorization to Award Contract for Minnehaha Parkway Phase I Project Feasibility

- WHEREAS the Minnehaha Creek Watershed District's (MCWD) Watershed Management Plan (WMP) identifies the Minnehaha Creek subwatershed as a priority geography for focusing the MCWD's planning activities and coordination efforts with its subwatershed partners;
- WHEREAS MCWD's WMP identifies water quality, water quantity and ecological integrity goals for the Minnehaha Creek subwatershed and identifies stormwater management, stream restoration and restoration of wetlands and ecological corridors as management strategies to achieve those goals;
- WHEREAS in 2017 the MCWD Board of Managers, Minneapolis Park and Recreation Board (MPRB) Board of Commissioners and Minneapolis City Council approved a memorandum of understanding (MOU) that outlines opportunities to collaborate and integrate mutual efforts in realms of land-use planning, stormwater management, flood mitigation, park and public land management, greenway development, and water resources improvements;
- WHEREAS beginning in 2018 the MPRB, in coordination with MCWD and the City of Minneapolis (City), began a master plan process for the Minnehaha Parkway Regional Trail (MPRT), and in November 2020, the MPRB approved the Minnehaha Parkway Regional Trail Master Plan;
- WHEREAS with the MOU set to expire in 2023, the parties convened a Water Summit on May 9, 2022, to discuss the future of water planning in the City, at which time, leaders from the City, MPRB, and MCWD, expressed support for building a formal and lasting partnership that would align planning and project investments in water quality and flood mitigation;
- WHEREAS since 2022, staff and policy makers from the respective agencies have worked together to draft a partnership agreement that:
1. Proposes a governance structure to coordinate across agencies and between policy makers and staff
  2. Identifies phase one project priorities in the Minnehaha Parkway Corridor, and funding sources to advance them
  3. Outlines a framework for long-range planning to identify and align future project priorities;
- WHEREAS on December 6, 2023, the partnership hosted its inaugural Policy Steering Committee Meeting, with representatives of each agency present to discuss the draft cooperative agreement, phase one project opportunities, and long-range planning efforts in the City;
- WHEREAS the Policy Steering Committee voiced overarching support and excitement for the partnership approach and provided guidance to staff to solidify the partnership via the proposed cooperative agreement (Agreement) to advance phase one projects in the Minnehaha Creek Parkway while exploring the future of partnership collaboration through the development of a long-range Partnership Implementation Plan (PIP);

WHEREAS on March 7, 2024, the Minneapolis City Council unanimously adopted the Agreement (Council Action No. 2024A-0183), and subsequently, on March 13, 2024, the Mayor of Minneapolis approved and signed the official Council action adopting the Agreement;

WHEREAS on April 24, 2024, the MPRB Administration and Finance Committee unanimously adopted the Agreement (Resolution 2024-62);

WHEREAS on April 25, 2024, the MCWD Board of Managers executed the Agreement and released the Request for Proposals (RFP) for the Minnehaha Parkway Phase I Project Feasibility Study (Resolution 24-028);

WHEREAS in response to the RFP, MCWD received written proposals from HDR, Inc., Kimley-Horn and Associates, Inc., and Stantec Consulting Services Inc., and MCWD, MPRB, and City staff evaluated these written proposals based on project understanding, approach and methodology, experience, and cost;

WHEREAS on the basis of its evaluation of the written proposals and concurrence with MPRB and City staff, staff recommends the selection of Stantec Consulting Services Inc. (Stantec), based on its strong project understanding, detailed and comprehensive approach, experienced team, and cost-effectiveness;

WHEREAS the Board of Managers finds that the evaluation has been thorough and properly structured, and that the work proposed by Stantec is demonstrated to be competitive and within budget;

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers authorizes the District Administrator, on advice of legal counsel, to execute a contract with Stantec Consulting Services Inc. for engineering, design, and consulting services for the Minnehaha Parkway Phase I Project Feasibility study, in accordance with the developed scope of work as the Administrator may refine it, and in an amount not to exceed the amount set forth in the proposal, and authorizes the Administrator to execute contract amendments in his discretion up to an additional 10 percent, in aggregate, of the contract amount.

Resolution Number 24-042 was moved by Manager \_\_\_\_\_, seconded by Manager \_\_\_\_\_. Motion to adopt the resolution \_\_\_ eyes, \_\_\_ nays, \_\_\_ abstentions. Date: July 11, 2024

\_\_\_\_\_  
Secretary Date: \_\_\_\_\_